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Private Postsecondary Career Schools and Veterans Education Section
Adult Program Services Division
Nebraska Department of Education
P.O. Box 94987
Lincoln, NE 68509-4987

Form may be copied, but not rekeyed.

INTERNSHIP COURSE IDENTIFICATION

Title of Class	Course Number	Catalog Page Number	Credit Hour

Internship Course criteria are specified in 38 CFR 21.4265(f):

Off-campus courses may be considered as resident institutional training only if all of the following conditions are met:

Accredited by a nationally recognized accrediting agency or is offered by a school that is accredited by one of the regional accrediting associations;
A part of the approved curriculum of the school;
Measured in the same unit as other courses;
Required for graduation;
Has a planned program of activities described in the school's official publication which is approved by the State Approving Agency and which is institutional in nature as distinguished from training-on-the-job.

The description shall include at least:

A unit subject description;
A provision for an assigned instructor;
A statement that the planned program of activities is controlled by the school, not by the officials of the job establishment;
A requirement that class attendance on at least a weekly basis be regularly scheduled to provide for interaction between instructor and student;
A statement that appropriate assignments are required for completion of the course;
A grading system similar to the system used for other resident subjects offered by the school;
A schedule of time required for the training which demonstrates that the student shall spend at least as much time in preparation and training as is normally required by the school for its other resident courses.

Please submit three (3) copies of course description(s) as shown on page(s) referenced above.

Requirements for medical-dental internships and residencies, nursing programs, medical specialty and assistants= programs, professional training and nonaccredited courses differ from the above. For requirements, refer to 38 CFR 21.4265(a)(b)(c)(d)(e)(g).

Signature of School Official

Date